

Department of Health Professions
Summer Wage Positions
(2/11/19 – 3/15/19)

Program Description: The summer job program at the Department of Health Professions (DHP) provides an opportunity to spend a summer working side-by-side with knowledgeable staff in an environment devoted to protecting the public. Our mission is to ensure safe and competent patient care by licensing health professionals, enforcing standards of practice and providing information to health care practitioners and the public. DHP consists of over 240 licensing/discipline specialists, investigators, inspectors, legal and administrative professionals working at its headquarters in Henrico, Virginia and throughout the Commonwealth.

This summer job program will cover a period of 10 weeks, starting June 3, 2019 through August 9, 2019. DHP sponsors a wide range of opportunities including research and policy development, data analytics and digital communications. DHP is currently recruiting five interns this summer:

Please note that each position has a specific link to use for the application process.

1. The Board of Nursing is seeking an undergraduate student majoring in nursing, criminal justice, law enforcement, or public administration, health care administration or pursuing a health, science or justice related degree. The necessary skills for the successful candidate include good oral and written communication skills, ability to work independently and be a team player. Duties to include creating and maintaining physical and electronic files; generating report numbers and entering data on the agency's licensing and discipline database. To apply for this position, use the link below that is specific for this position.

<http://virginiajobs.peopleadmin.com/postings/138565>

2. The Board of Medicine is seeking an undergraduate student majoring in medicine, criminal justice, law enforcement or public administration, health care administration or pursuing a health, science or justice related degree. The necessary skills for the successful candidate include good oral and written communication skills, ability to work independently and be a team player. Duties to include assisting with the continuing education compliance process; collating and recording data; analyzing information for compliance and preparing appropriate notifications. To apply for this position, use the link below that is specific for this position.

<http://virginiajobs.peopleadmin.com/postings/138572>

3. The Boards of Audiology & Speech Language Pathology, Optometry and Veterinary Medicine is seeking an undergraduate student majoring in the healthcare field, public administration or health care administration. The necessary skills for the successful candidate include good oral and written communication skills, ability to work independently and be a team player. Duties to include creating and maintaining physical and electronic files; generating report numbers and entering data on the agency's licensing and discipline database; and preparing presentations. To apply for this position, use the link below that is specific for this position.

<http://virginiajobs.peopleadmin.com/postings/138574>

4. The Enforcement Division is seeking an undergraduate student studying criminal justice, health care administration, a health care profession, public administration or government/political science. The successful candidate will require the following skills and abilities: research, oral communication, written communication, organization, teamwork and computer literacy. Duties will vary and will include providing administrative support and conducting special projects to include researching best practices applicable to state health regulatory agencies, assisting with review of investigative manual, guidelines and policies. To apply for this position, use the link below that is specific for this position.

<http://virginiajobs.peopleadmin.com/postings/138616>

5. The Department of Health Professions Communications Division is seeking a junior, senior or graduate studies student intern enrolled in a four-year degree program in communications, journalism, English, Humanities or a Public Relations degree program to support external relations and other communications activities. Interest in Virginia's healthcare workforce, media relations and digital communications is required to be a successful candidate. To apply for this position, use the link below that is specific for this position.

<http://virginiajobs.peopleadmin.com/postings/138627>

Eligibility: The DHP Summer Wage Job Program is for undergraduate students currently enrolled in an accredited college or university with a minimum 3.0 GPA who are at least eighteen years of age at the time they begin the program. To be eligible, candidates must be either U.S. citizens or permanent residents. A transcript will be required for selected candidates.

Compensation: This is a paid summer wage position, with participants working approximately 30 hours a week earning \$11.00 per hour.

Application Process: Prospective candidates must submit a complete application packet by **March 15, 2019**. A complete application packet includes:

- a completed state application
- a cover letter describing your interests and career goals
- transcript

Selection: The DHP Summer Wage Job Program is highly competitive. Applications will be reviewed thoroughly and selections will be based on the quality of the complete application packet. Prospective candidates may be interviewed either in-person, over the phone or via Skype. Candidates may be required to undergo a writing work sample. Selected candidates will be informed of their selection by the hiring manager, generally in April. Selected candidates will be required to complete an I-9 form and provide documentation of identity for employment purposes.